

OPR: CFO3 (B. Maynard) **Certified by:** CFO3 (N. Scheller)
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/s/ Irwin T. David	9/22/04
I. T. David	Date
Chief, Financial Officer/Chief Administrative Officer	

Delegation of Authority for Hiring

<u>Table of Contents</u>	<u>Page</u>
1. Introduction	2
2. General	2
3. NWS Hiring Authority	3
3.1 <u>NWS Non-senior Executive Level Positions</u>	3
3.2 <u>NWS Non-senior Executive Level Positions Recruitment</u> <u>Coordination/Clearances</u>	3
4. General Procedures for Recruitment of NWS Senior Executive Level Positions	3
4.1 <u>Requesting Allocation/Establishment and Recruitment of</u> <u>Proposed NWS SES Position</u>	4
4.2 <u>NWS Clearance of Proposed SES Recruitment Package</u>	4
4.3 <u>OPM Approval of NWS SES Position</u>	4
Appendix	
A. NOAA Hiring Authority Memorandum, dated February 6, 2002	A-1

1. Introduction. The purpose of this instruction is to outline the delegation of authority for the National Oceanic and Atmospheric Administration's (NOAA) National Weather Service (NWS) hiring authority for Non-Senior Executive Level Positions and provide general procedures for recruitment of Senior Executive Level Positions.

2. General. Human Resources Management authority (i.e., hiring controls) is set through the Department of Commerce (DOC), under Department Administrative Order 202-250, "Delegation of Authority for Human Resources Management," to heads of operating units by virtue of their responsibilities. Heads of operating units may redelegate specific human resources management responsibilities to lower organizational levels.

The NOAA Deputy Under Secretary for Oceans and Atmosphere redelegated full hiring authority to the Assistant Administrator (AA) of each NOAA Line Office in a memorandum dated February 6, 2002, with discretion for the AA to redelegate the authority—in full or in part [see Appendix A].

3. NWS Hiring Authority. The NWS AA redelegated hiring authority to the NWS Corporate Board members in a memorandum dated May 17, 2002, (text below) with some restrictions:

- a. Board members hire within their existing budget and FTE allocations.
- b. Any new positions or upgrades to existing positions require AA approval prior to forwarding to Human Resources for approval. [See NWS Instruction 90-301, Table of Organization].
- c. Any increases to the overall NWS FTE ceiling require the approvals of the AA and the Under Secretary for Oceans and Atmosphere.

Corporate Board membership is described in NWS Policy Directive 1-3, Corporate Operations.

3.1 NWS Non-Senior Executive Level Positions. Non-Senior level executive positions consist of those positions GS-15 and below.

3.2 NWS Non-Senior Executive Level Positions Recruitment Coordination/Clearances. Corporate Board members have authority to hire all positions, with the exception of the following:

- Selections for all Weather Forecast Office Meteorologists-in-Charge, Hydrologists-in-Charge, and GS-15 positions must be coordinated with the AA prior to the offer of the position to the selected candidate.
- Promotions to the GS-15 level due to accretion of duties must also be coordinated with the AA prior to implementation and notification of employee.

Hiring authority is delegated to lower levels, as appropriate, in accordance with NWS Policy Directive 1-2, Delegation of Authority.

4. General Procedures for Recruitment of NWS Senior Executive Level Positions. Senior Level Executive positions include: Senior Executive Service (SES); Scientific and Professional (ST); and Senior Level (SL) positions. SES positions require an authorized space allocation from the Office of Personnel Management (OPM).

The NOAA Finance and Administration (NFA) Executive Resources website serves as a source of information for recruitment, staffing, position management, and policy recommendations for these positions. The website is located at: <http://www.rdc.noaa.gov/~hrmo/er-home.htm>

NWSI 1-201 OCTOBER 7, 2004

4.1 Requesting Allocation/Establishment and Recruitment of Proposed NWS SES Position.

When an NWS SES vacancy occurs, the following documents (recruitment package) are required by NOAA/DOC/OPM to request allocation of the SES slot and fill the vacancy: a) SF-52; b) CD-516 cover sheet with signatures and dates; c) Position Description; d) Position Justification Memorandum from the Under Secretary for Oceans and Atmosphere to the Departmental Executive Resources Board; e) Executive Summary for the Proposed Position; f) Rating and Evaluation Plan for the Position; g) Functional Statements; and h) Organization Chart.

4.2 NWS Clearance of Proposed SES Recruitment Package. The recruitment package is cleared by requesting office, CFO3 - Management and Organization Division, Deputy Assistant Administrator, and forwarded by CFO3 to NOAA Executive Resources. NOAA Executive Resources reviews and forwards the package for clearance/approval through NOAA Senior Management for Departmental clearance.

4.3 OPM Approval of NWS SES Position. Once OPM approves the recruitment of a position, the vacancy announcement will be posted at <http://www.usajobs.opm.gov>

NWSI 1-201 OCTOBER 7, 2004

Appendix A - NOAA Hiring Authority Memorandum



UNITED STATES DEPARTMENT OF COMMERCE
The Under Secretary for
Oceans and Atmosphere
Washington, D.C. 20230

FEB -6 2002

MEMORANDUM FOR: Distribution

FROM: Conrad C. Lautenbacher, Jr. *CLJ*
Vice Admiral, U.S. Navy (Ret.)

SUBJECT: Hiring Authority

I hereby delegate full hiring authority to your respective NOAA Line/Staff office. Please ensure that, in making human resources decisions, your decisions are consistent with your current resource levels, as well as the policy and program priorities laid out in the President's and NOAA's FY 2002 budget. I want to reiterate, do not exceed your office FTE count.

As you deem appropriate, you have the discretion to redelegate hiring authority - in full or in part - with the understanding that you are accountable at your level for your organization's adherence to the above guidelines.

Any changes to these directions must be approved by me.

Distribution:
Assistant Administrators
Office of Marine and Aviation Operations
Chief Financial Officer/Chief Administrative Officer
Deputy Under Secretary

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